



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

August 21, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**FIND PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY
ACT, ESTABLISH CAPITAL PROJECT 86985 AND APPROVE BUDGET FOR
DEPUTY CHIEF EXECUTIVE OFFICERS OFFICE REFURBISHMENT, APPROVE
RELATED APPROPRIATION ADJUSTMENT AND AUTHORIZE CHIEF EXECUTIVE
OFFICE AND INTERNAL SERVICES DEPARTMENT TO PROCEED AND DELIVER
PROJECT
(FIRST DISTRICT) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that this project is categorically exempt from the provisions of the California Environmental Quality Act pursuant to State Guidelines section 15301(a) and Class 1, Subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Establish Capital Project 86985 for the Deputy Chief Executive Officers Office Refurbishment project in the amount of \$197,000 and approve the appropriation adjustment to transfer funds in that amount from the Chief Executive Office-Cubicle and Electrical Improvements project (Capital Project 86525) to fund the project.
3. Authorize the Chief Executive Office and Internal Services Department to proceed and deliver the proposed project as described herein.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will provide office space to accommodate new Deputy Chief Executive Officer (DCEO) positions approved as part of the Board approved ordinance change.

On March 27, 2007, your Board approved the establishment of a new administrative structure for the County which delegated to the Chief Executive Officer expanded authority and responsibilities for the administration of the County. This change in the County structure was to: (1) provide a benefit to County residents; (2) strengthen the Board's policy role; (3) focus on outcomes for County customers; and (4) provide service integration. In order to perform these functions, the organization of the Chief Executive Office (CEO) included the addition of five DCEOs responsible for leading five Clusters of Departments.

Because of limited office space in the Kenneth Hahn Hall of Administration, there is a need for three additional offices and secretarial cubicles to accommodate the newly appointed DCEOs.

Existing office space has been identified on the 7th floor of the Hall of Administration to accommodate the creation of three new offices. The proposed project includes demolition of an existing conference room and adjacent cubicle area and construction of three offices and secretarial cubicles, including replacement of ceiling tiles, light fixtures, thermostats and associated duct work, doors, modular and office furniture, and associated electrical and telecommunication lines. The project will be performed by the Internal Services Department and is scheduled for completion in November 2007.

In accordance with the County's Energy and Environmental Policy, the refurbishment work will incorporate materials that minimize energy use, reuse building materials and products to the extent feasible to reduce waste generated, use low-emitting materials to reduce the quantity of indoor air contaminants that are odorous, irritating and/or harmful to the comfort and well being of installers and occupants.

Implementation of Strategic Plan Goals

Approval of the project is consistent with the County Strategic Plan Goals of Workforce Excellence (Goal No. 2) and Fiscal Responsibility (Goal No. 4). Workforce Excellence is enhanced by creating a safe, secure and positive work environment. Fiscal Responsibility is enhanced by investing in public infrastructure.

FISCAL IMPACT/FINANCING

The proposed renovation project including design services, construction, contingency fund, and other related soft costs is estimated to be \$197,000. Approval of the attached appropriation adjustment will transfer sufficient funds from the Chief Executive Office-Cubicle and Electrical Improvements project (Capital Project 86525) to complete the project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Not Applicable.

ENVIRONMENTAL DOCUMENTATION

This project is categorically exempt from the California Environmental Quality Act pursuant to State Guidelines section 15301(a) and Class 1, Subsection (d) the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987. Under this categorical exemption, interior and exterior alterations of a building involving such things as interior partition, exterior parapets, placement of walls, veneer facings and installation of false or drop ceilings, plumbing and electrical conveyances and heating and refrigeration systems are exempt.

CONTRACTING PROCESS

Not Applicable.

IMPACT ON CURRENT SERVICES

There is no impact on the current services associated with the recommended actions.

The Honorable Board of Supervisors
August 21, 2007
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CONCLUSION

Upon approval of the recommendations, please forward an adopted, stamped copy to my office.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal stroke extending to the right.

WILLIAM T FUJIOKA
Chief Executive Officer

WTJ:SRH
SAP:wdd

c: Internal Service Department
County Counsel

PINK

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BOARD OF
SUPERVISORS
OFFICIAL COPYCOUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

DEPT'S.
No. 060

AUGUST 10 2007

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2007-08
3 - VOTESSOURCES

Various Capital Projects
 Capital Project/Refurbishments
 Kenneth Hahn Hall of Administration (1)
 Refurb-CEO Cubicle and Electrical Improvements
 A01-CP-6014-65099-86525 \$197,000
 Fixed Assets - B&I
 Decrease Appropriation

USES

Various Capital Projects
 Capital Projects/Refurbishments
 Kenneth Hahn Hall of Administration (1)
 DCEO Office Refurbishment
 A01-CP-6014-65099-86985 \$197,000
 Fixed Assets - B&I
 Increase Appropriation

JUSTIFICATION

The adjustment is necessary to fund Deputy Chief Executive Officer Office Refurbishment project.


 Jan Takata - Chief Executive Office

CHIEF EXECUTIVE OFFICER'S REPORT


REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR —

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

 August 14 2007 
 CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER BY

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

20

NO. 014

AUG 13 2007

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER.